

Building Inspection

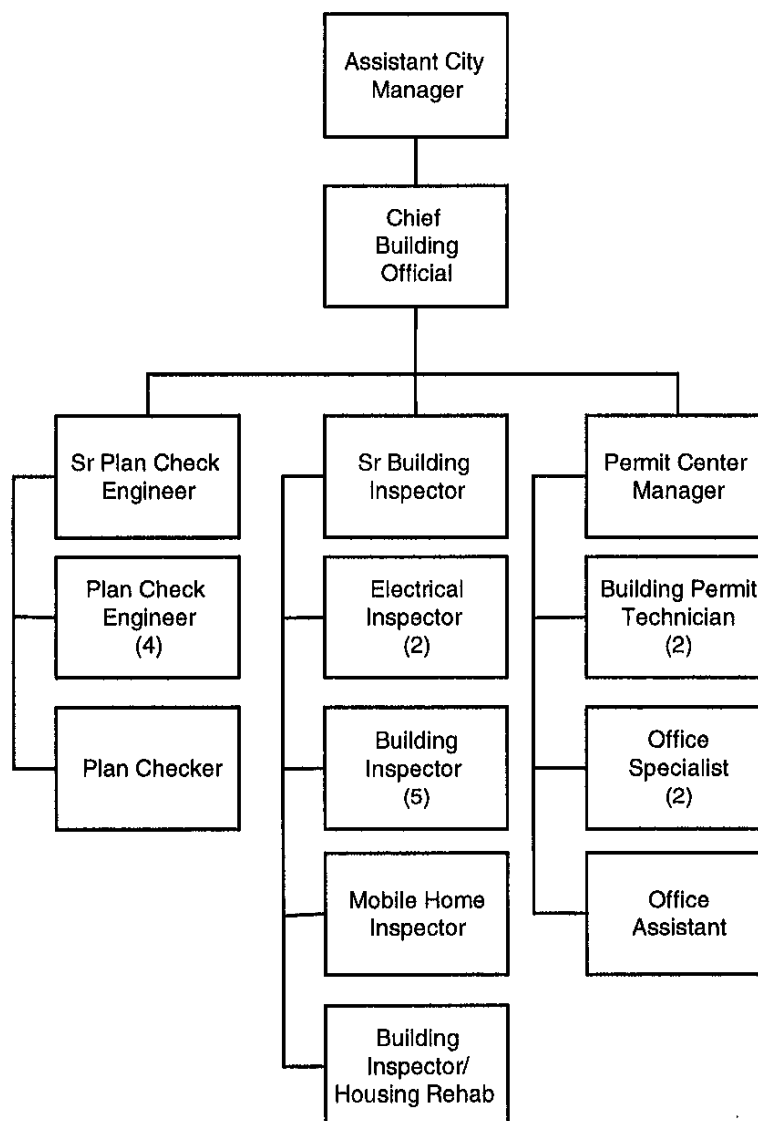
Mission Statement

The Building Inspection Division is committed to improving the quality of life in the community through:

The processing of development permits and responding to inspection requests in a timely and customer-friendly manner, ensuring that new construction meets life-safety standards.

Functions

Building Inspection Services
Plan Checking Services
Building Administration
Permit Center



BUILDING INSPECTION OVERVIEW

	<u>Actual 2000-01</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Approved 2003-04</u>
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Expenditure by Division

Building Inspection	<u>2,323,047</u>	<u>2,368,032</u>	<u>2,390,303</u>	<u>2,207,188</u>
Total	2,323,047	2,368,032	2,390,303	2,207,188

Expenditure by Function

Building Inspection Services	1,034,803	1,069,734	1,012,050	839,390
Plan Checking	818,316	717,065	708,194	650,859
Building Administration	177,783	166,402	168,559	164,674
Permit Center	<u>292,145</u>	<u>414,831</u>	<u>501,500</u>	<u>552,265</u>
Total	2,323,047	2,368,032	2,390,303	2,207,188

Expenditure By Object

Personnel Services	2,170,567	2,243,498	2,269,472	2,131,740
Services and Supplies	126,483	122,028	120,831	75,448
Capital Outlay	25,997	2,506	0	0
Debt Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2,323,047	2,368,032	2,390,303	2,207,188

_____ 2003-2004 FINAL BUDGET _____

_____ CITY OF MILPITAS, CALIFORNIA _____

DEPARTMENT: Policy Planning and Implementation
DIVISION: Building Inspection

		<u>Actual</u> 2000-01	<u>Actual</u> 2001-02	<u>Budget</u> 2002-03	<u>Approved</u> 2003-04
PERSONNEL SERVICES					
4111	Permanent Salaries	1,539,533	1,744,335	1,925,387	2,059,973
4112	Temporary Salaries	287,974	152,587	0	0
4113	Overtime	82,996	18,122	26,000	26,000
4121	Allowances	5,400	5,400	5,400	5,400
4124	Leave Cashout	16,388	72,658	0	0
4131	PERS	581	10,233	128,413	144,227
4132	Group Insurance	162,019	162,959	196,812	232,944
4133	Medicare	22,599	22,518	22,322	25,631
4135	Worker's Compensation	31,923	30,323	31,308	32,178
4138	Deferred Comp	20,372	23,424	20,700	20,700
4139	PARS	782	939	0	0
4142	Vacancy Factor	0	0	(86,870)	(312,582)
4143	Charged to CIP's	0	0	0	(102,731)
4199	Overhead-Payroll	0	0	0	0
	Total	2,170,567	2,243,498	2,269,472	2,131,740
SERVICES AND SUPPLIES					
4211	Equip Replmnt Amortization	30,405	37,385	20,137	18,543
4220	Supplies	22,365	18,672	21,875	17,975
4230	Services	42,298	46,039	58,000	28,000
4410	Communications	5,022	5,365	4,864	3,700
4501	Memberships & Dues	3,481	1,537	1,455	1,530
4503	Training	22,912	13,030	14,500	5,700
	Total	126,483	122,028	120,831	75,448
CAPITAL OUTLAY					
4851	Vehicles	15,183	0	0	0
4870	Machinery & Equipment	6,546	2,506	0	0
4911	Office Furniture & Fixtures	4,268	0	0	0
4920	Machinery, Tools & Equip	0	0	0	0
	Total	25,997	2,506	0	0
	Total Expenditures	<u>2,323,047</u>	<u>2,368,032</u>	<u>2,390,303</u>	<u>2,207,188</u>

DEPARTMENT: 1 Policy Planning
DIVISION: 53 Building Inspection
FUNCTION: 531 Building Inspection Services

CHIEF BLDG OFFICIAL: Edgar Rodriguez
ACTING SR BLDG INSP: Kenneth Brown

Function Description

This function ensures that any construction project that obtains required permits will be constructed in accordance with approved construction documents and all applicable local, state and federal regulations.

	Actual 2000-01	Actual 2001-02	Projected 2002-03	Estimated 2003-04
Performance Indicators				
Building permits issued	1,690	1,735	1,800	1,700
Sub permits issued	2,500	2,010	2,000	2,000
New construction valuation (millions)	\$ 392	\$ 69	\$ 44	\$ 104
Building inspections performed	49,000	16,810	20,000	20,000

2002-03 Accomplishments

1. Provided extraordinary service to the Milpitas City Hall project. After-hours and weekend inspections were provided in order to maintain the very aggressive construction schedule.
2. The Inspection staff successfully responded to over 40 requests for after-hours and weekend inspections. This service allowed those construction projects to be completed on time.
3. Provided field inspection assistance and committee participation to the Calaveras/Selwyn Neighborhood Task Force. The task force was formed to assist the property owners in that area to accomplish the beautification goals outlined in the Neighborhood Beautification Ordinance.
4. Created a new process associated with business license applications where businesses can obtain a business license only after they provide a copy of the Certificate of Occupancy. To date, this has generated more than \$67,000 in additional fees.

2003-04 Objectives

1. Continue to respond to field inspection demands by homeowners to give them personal assistance with their projects.
2. Continue to provide assistance to the CDBG housing rehabilitation program. This program is designed to enhance the quality of life for low-income families.
3. Maintain Mobile Home Inspection Program throughout the year.
4. Develop and implement a computerized field inspection tracking system.

Personnel Allotment

This function is staffed by: (1) Senior Building Inspector, (5) Building Inspectors, (2) Electrical Inspectors, (1) Mobile Home Inspector and (1) Housing Rehab Inspector.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$812,197 will provide staffing for this function. The \$15,000 for overtime inspections is entirely reimbursed by applicants.

Services and Supplies: \$27,193 will provide for supplies, field equipment, Nextel phones, and training.

Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: Building Inspection
FUNCTION: Building Inspection Services

	Actual 2000-01	Actual 2001-02	Budget 2002-03	Approved 2003-04
PERSONNEL SERVICES				
4111 Permanent Salaries	686,383	793,827	865,161	881,780
4112 Temporary Salaries	130,090	52,086	0	0
4113 Overtime	58,303	13,034	15,000	15,000
4121 Allowances	0	0	0	0
4124 Leave Cashout	7,853	60,042	0	0
4131 PERS	265	4,729	57,731	61,600
4132 Group Insurance	74,563	80,101	85,584	101,280
4133 Medicare	8,871	8,644	8,592	10,274
4135 Worker's Compensation	16,941	18,008	25,990	26,304
4138 Deferred Comp	8,139	9,473	9,000	9,000
4139 PARS	226	250	0	0
4142 Vacancy Factor	0	0	(86,870)	(190,310)
4143 Charged to CIPs	0	0	0	(102,731)
4199 Overhead-Payroll	(29,298)	(18,151)	0	0
Total	962,336	1,022,043	980,188	812,197
SERVICES AND SUPPLIES				
4211 Equip Replmnt Amortization	30,405	37,385	20,137	18,543
4220 Supplies	5,416	2,617	4,875	5,000
4230 Services	0	0	0	0
4410 Communications	3,466	3,445	2,500	2,500
4501 Memberships & Dues	105	440	0	0
4503 Training	9,618	2,551	4,350	1,150
Total	49,010	46,438	31,862	27,193
CAPITAL OUTLAY				
4851 Vehicles	15,183	0	0	0
4870 Machinery & Equipment	6,546	1,253	0	0
4911 Office Furniture & Fixtures	1,728	0	0	0
4920 Machinery, Tools & Equip	0	0	0	0
Total	23,457	1,253	0	0
Total Expenditures	1,034,803	1,069,734	1,012,050	839,390

DEPARTMENT: 1 Policy Planning
DIVISION: 53 Building Inspection
FUNCTION: 532 Plan Checking

CHIEF BLDG OFFICIAL: Edgar Rodriguez
SR PLAN CHECK ENG: Keyvan Irannejad

Function Description

This function reviews construction plans and documents to ensure compliance with technical codes, State and local regulations, acceptable engineering practices and nationally recognized standards. It coordinates the internal review process and assists other departments with plan check services. It assists field inspection function with code interpretation and enforcement. It provides information on building codes requirements to homeowners, designers, contractors and developers.

	Actual 2000-01	Actual 2001-02	Projected 2002-03	Estimated 2003-04
Performance Indicators				
Plan checks performed	410	340	360	360
New construction valuation (millions)	\$ 392	\$ 69	\$ 44	\$ 104
Building permits issued	1,690	1,735	1,800	1,700
Sub permits issued	2,500	2,010	2,000	2,000
Express plan checks performed	630	399	400	450

2002-03 Accomplishments

1. Completed plan checks for all projects within requested schedules.
2. Enhanced customer service by extending the express plan check hours and after hours plan check.
3. Increased the number of over-the-counter plan check review.
4. Assisted the Fire Department with their plan check services.
5. Initiated cross training among plan checkers to improve uniformity and efficiency.

2003-04 Objectives

1. Complete plan checks for all projects within requested schedules.
2. Continue to assist the Fire Department with their plan check services.
3. Continue cross training among plan checkers to improve uniformity and efficiency.
4. Develop additional handouts to assist the public with the plan checking submittal requirements.
5. Enhance customer service by participating in the development of an on-line plan checking system.
6. Continue to develop programs to enhance customer service, such as partnering with design professionals to better facilitate the plan check process.

Personnel Allotment

This function is staffed by: (1) Senior Plan Check Engineer, (4) Plan Check Engineers and (1) Plan Checker.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$636,934 will provide staffing for this function. The \$10,000 for overtime plan checking is entirely reimbursed by applicants.

Services and Supplies: \$8,425 will provide for supplies, Nextel phone and training. \$5,000 is for outside consultants and \$500 for courier services.

Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: Building Inspection
FUNCTION: Plan Checking

	Actual 2000-01	Actual 2001-02	Budget 2002-03	Approved 2003-04
PERSONNEL SERVICES				
4111 Permanent Salaries	532,895	545,994	567,796	626,746
4112 Temporary Salaries	121,206	55,235	0	0
4113 Overtime	22,406	4,850	10,000	10,000
4121 Allowances	0	0	0	0
4124 Leave Cashout	8,535	12,616	0	0
4131 PERS	203	2,935	37,890	44,008
4132 Group Insurance	54,351	45,272	51,336	60,768
4133 Medicare	10,007	8,965	8,306	9,160
4135 Worker's Compensation	12,615	8,821	2,852	3,124
4138 Deferred Comp	7,118	7,037	5,400	5,400
4139 PARS	0	290	0	0
4142 Vacancy Factor	0	0	0	(122,272)
4143 Charged to CIPs	0	0	0	0
4199 Overhead-Payroll	29,298	18,151	0	0
Total	798,634	710,166	683,580	636,934
SERVICES AND SUPPLIES				
4211 Equip Replmnt Amortization	0	0	0	0
4220 Supplies	5,127	2,338	4,100	6,375
4230 Services	5,151	885	15,000	5,500
4410 Communications	739	725	1,164	300
4501 Memberships & Dues	60	0	0	0
4503 Training	6,877	1,698	4,350	1,750
Total	17,954	5,646	24,614	13,925
CAPITAL OUTLAY				
4851 Vehicles	0	0	0	0
4870 Machinery & Equipment	0	1,253	0	0
4911 Office Furniture & Fixtures	1,728	0	0	0
4920 Machinery, Tools & Equip	0	0	0	0
Total	1,728	1,253	0	0
Total Expenditures	818,316	717,065	708,194	650,859

DEPARTMENT: 1 Policy Planning
DIVISION: 53 Building Inspection
FUNCTION: 533 Building Administration

CITY MANAGER: Tom Wilson
CHIEF BLDG OFFICIAL: Edgar Rodriguez

Function Description

This function provides the management and administration of the Permit Center, Plan Checking and Inspection functions.

	Actual 2000-01	Actual 2001-02	Projected 2002-03	Estimated 2003-04
Performance Indicators				
Plan checks performed	410	340	360	360
New construction valuation (millions)	\$ 392	\$ 69	\$ 44	\$ 104
Building permits issued	1,690	1,735	1,800	1,700
Sub permits issued	2,500	2,010	2,000	2,000
Express permits issued	630	399	400	450

2002-03 Accomplishments

1. Developed and implemented a program to assist the Fire Prevention Bureau by assigning Building Division Plan Check staff to review Fire Code related plan checks.
 2. Increased customer service by providing plan check comments and field inspection results to the City's web site.
 3. Successfully relocated the Building Inspection Division to the new City Hall without interruption to customer service at the public counter, plan reviews and field inspections.
 4. Developed and implemented specialized training for Permit Center staff.
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2003-04 Objectives

1. Develop computerized field tracking inspection system and voice response inspection request system.
 2. Develop residential construction guide to assist contractors and homeowners with plan preparation, submittal and construction requirements.
 3. Continue to provide excellent customer service at the public counter during plan check process and field inspections.
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Personnel Allotment

This function is staffed by: (1) Chief Building Official.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$155,794 will provide staffing for this function.

Services and Supplies: \$7,880 will provide for supplies, Nextel phone, training, memberships and dues, and training. \$1,000 is for consultants.

Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: Building Inspection
FUNCTION: Building Administration

	Actual 2000-01	Actual 2001-02	Budget 2002-03	Approved 2003-04
PERSONNEL SERVICES				
4111 Permanent Salaries	106,018	116,420	123,454	129,624
4112 Temporary Salaries	2,371	0	0	0
4113 Overtime	0	0	0	0
4121 Allowances	5,400	5,400	5,400	5,400
4124 Leave Cashout	0	0	0	0
4131 PERS	24	625	8,222	9,092
4132 Group Insurance	6,637	6,980	8,556	10,128
4133 Medicare	34	0	0	0
4135 Worker's Compensation	1,092	1,368	622	650
4138 Deferred Comp	900	900	900	900
4139 PARS	36	0	0	0
4142 Vacancy Factor	0	0	0	0
4143 Charged to CIPs	0	0	0	0
4199 Overhead-Payroll	0	0	0	0
Total	122,512	131,693	147,154	155,794

SERVICES AND SUPPLIES

4211 Equip Replmnt Amortization	0	0	0	0
4220 Supplies	11,794	13,717	11,850	4,375
4230 Services	37,147	14,010	5,000	1,000
4410 Communications	341	356	300	300
4501 Memberships & Dues	3,316	1,097	1,455	1,405
4503 Training	1,861	5,529	2,800	1,800
Total	54,459	34,709	21,405	8,880

CAPITAL OUTLAY

4851 Vehicles	0	0	0	0
4870 Machinery & Equipment	0	0	0	0
4911 Office Furniture & Fixtures	812	0	0	0
4920 Machinery, Tools & Equip	0	0	0	0
Total	812	0	0	0

Total Expenditures	177,783	166,402	168,559	164,674
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DEPARTMENT: 1 Policy Planning
DIVISION: 53 Building Inspection
FUNCTION: 534 Permit Center

CHIEF BLDG OFFICIAL: Edgar Rodriguez
ACTING PERMIT CTR MGR: Neil Rains

Function Description

The Permit Center receives and distributes plans, coordinates plan checking by affected City Divisions, calculates fees, issues permits and provides information to customers and the public.

	Actual 2000-01	Actual 2001-02	Projected 2002-03	Estimated 2003-04
Performance Indicators				
Building permits issued	1,690	1,735	1,800	1,700
Sub permits issued	2,500	2,010	2,000	2,000
Express permits issued	630	399	400	450
% Customer service surveys with overall rating of good or excellent	N/A*	N/A	N/A	95%

* New process

2002-03 Accomplishments

1. Enhanced level of customer service by providing plan check comments and field inspection results on the City's web site.
2. Provided services to over 6,400 customers at the public service counter.
3. Improved customer service by successfully implementing consolidated plan check comments where this Division prepares a list that combines comments from Building, Planning, Engineering, Public Works, and Fire Prevention Divisions. Prior to this improvement, each division sent out separate comment lists.
4. Developed a new computer archiving system that will allow better and faster access to the Building Division's construction plans and documents.

2003-04 Objectives

1. Increase communications with the public by providing improved telephone answering service.
2. Update over 20 public information handouts to provide current information.
3. Increase staff efficiency by revising issuance of Certificates of Occupancy to process quicker.
4. Enhance customer service by implementing an interactive voice response system for inspection scheduling.

Personnel Allotment

This function is staffed by: (1) Permit Center Manager, (2) Building Permit Technicians, (2) Office Specialists and (1) Office Assistant I/II.

Personnel Changes

No change was requested.

Expenditure Analysis

Personnel Services: \$526,815 will provide staffing for this function.

Supplies and Services: \$10,450 will provide for supplies, Nextel phones, training, memberships and dues, and training. \$15,000 is for contracted imaging services.

Capital Outlay: No capital outlay was requested.

DEPARTMENT: Policy Planning and Implementation
DIVISION: Building Inspection
FUNCTION: Permit Center

	Actual 2000-01	Actual 2001-02	Budget 2002-03	Approved 2003-04
PERSONNEL SERVICES				
4111 Permanent Salaries	214,237	288,094	368,976	421,823
4112 Temporary Salaries	34,307	45,266	0	0
4113 Overtime	2,287	238	1,000	1,000
4121 Allowances	0	0	0	0
4124 Leave Cashout	0	0	0	0
4131 PERS	89	1,944	24,570	29,527
4132 Group Insurance	26,468	30,606	51,336	60,768
4133 Medicare	3,687	4,909	5,424	6,197
4135 Worker's Compensation	1,275	2,126	1,844	2,100
4138 Deferred Comp	4,215	6,014	5,400	5,400
4139 PARS	520	399	0	0
4142 Vacancy Factor	0	0	0	0
4143 Charged to CIPs	0	0	0	0
4199 Overhead-Payroll	0	0	0	0
Total	287,085	379,596	458,550	526,815
SERVICES AND SUPPLIES				
4211 Equip Replmnt Amortization	0	0	0	0
4220 Supplies	28	0	1,050	2,225
4230 Services	0	31,144	38,000	21,500
4410 Communications	476	839	900	600
4501 Memberships & Dues	0	0	0	125
4503 Training	4,556	3,252	3,000	1,000
Total	5,060	35,235	42,950	25,450
CAPITAL OUTLAY				
4851 Vehicles	0	0	0	0
4870 Machinery & Equipment	0	0	0	0
4911 Office Furniture & Fixtures	0	0	0	0
4920 Machinery, Tools & Equip	0	0	0	0
Total	0	0	0	0
Total Expenditures	292,145	414,831	501,500	552,265

_____ 2003-2004 FINAL BUDGET _____

_____ CITY OF MILPITAS, CALIFORNIA _____